



STATE OF WASHINGTON
LOCAL RECORDS COMMITTEE

Office of the State Auditor • Office of the Attorney General • Office of the State Archivist
PO Box 40238 • Olympia, Washington 98504-0238 • (360) 586-4900

July 26, 2012 – 10:00 a.m.
State Archives Conference Room
1129 Washington St SE, Olympia, WA 98504

MEETING MINUTES

Members Present: Mark Rapozo (Chair) – State Auditor’s Office, Cindy Evans – State Auditor’s Office, Sharon Payant – Attorney General’s Office, Jerry Handfield – State Archivist

Staff Present: Russell Wood – State Records Manager, Leslie Koziara –Records Management Consultant; Megan Shoemaker – Records Management Consultant (video conference)

Guests Present: Patty Holmquist – Tacoma Public Utilities; Danelle Court – City of Bellevue (video conference)

I. ROUTINE ITEMS

A. Call to Order

Mark Rapozo called the meeting to order at 10:00 a.m.

B. Introduction of Guests

C. Appointment of new Committee Chair: Mark Rapozo read a short statement expressing his gratitude to past and present members of the committee since his appointment as Chair on February 28, 2002. Acknowledging the hard working staff of the State Archives and the commitment of the Local Records Committee, Rapozo appointed Cindy Evans as the new representative of the State Auditor’s Office, replacing him as Chair.

D. Certificate of Honorary Archivist: Archivist Handfield presented Mark Rapozo a certificate of Honorary State Archivist for his tenure as the Chairman of the Local Records Committee.

E. Approval of Minutes for April 26, 2012

Motion to adopt the minutes as submitted; Handfield, second by Evans.

Resolution: Motion carried

F. Adoption of July 26, 2012 Agenda

Motion to adopt the agenda; Handfield, second by Payant.

Resolution: Motion carried

II. WASHINGTON STATE ARCHIVES UPDATES

A. Retention Schedules Revision Plan Update – Russell Wood

- i. **CORE Asset Management** – The revisions will be available for the committee in October.
- ii. **School Districts** – Staff is developing version 8.0 that will be up for review in October.
- iii. **LGRRS** – This schedule will be broken up and disbursed throughout sector schedules. The initial breakdown of this schedule will only move the series, not revise the existing series.
- iv. **Website revision** – Russell provided the committee with a model of what will be available online for local governments when researching records retention by type of local government. The record schedule database will also have the ability to search through all schedules based on record type.

B. Announcements from the State Archivist

- i. **City of Pacific** – The State Archivist has received several calls from attorneys worried about destruction of public records by the Mayor of Pacific.
- ii. **Open Government Forums** – In coordination with the Washington Coalition for Open Government, the State Auditor Office, Attorney General's Office and the State Archives have been collaborating to provide presentations across Washington dealing with records, record keeping, and public records request and laws. State Auditor Brian Sonntag proposed to add recording of executive meetings as a safeguard against decisions being made privately when they should be made during a public meeting.
- iii. **Sunshine Committee** – The committee reviews the 300-400 exemptions to public disclosure within the laws of Washington State. There were 49 bills introduced last legislative session regarding public disclosure. Ten bills passed. Evans commented that there needs to be a balance to protect the public and businesses. The Department of Health proposed that the current 75 year-rule for birth records be 125 years. They would also like to close Death and Marriage records until after 50 years. These are all considered "breeder documents" used in identity theft, an old concept that bears no connection with the modern decline in identity theft.
- iv. **National Association of Government Archives and Records Administration** – Jerry presented information at NAGARA on a coordinating grant between the State of Oregon and the State of Washington to share resources, up front records management and on digital archival records tracking and metadata.

III. NEXT MEETING – October 25, 2012 10 a.m.

IV. ADJOURNMENT

The chair adjourned the meeting at 10:50 a.m.

CERTIFICATION OF MEETING MINUTES OF THE LOCAL RECORDS COMMITTEE:

I, Cindy Evans, Chair of Local Records Committee, certify that the above is a true and correct transcript of the minutes of a public meeting of the Local Records Committee of the State of Washington held in the State Archives Building conference room on July 26th 2012, and that the public meeting was duly called and held in all respects in accordance with the laws of the State of Washington, and that a quorum was present.



Chair Signature

11/29/2012

Date